

# REQUEST FOR QUALIFICATIONS

The California Regional Water Quality Control Board, North Coast Region (Regional Water Board) is issuing a Request for Qualifications (RFQ) for public agencies and non-profit organizations qualified under Section 501(c)(3) of the Internal Revenue Code for the project listed below. Get [more information](#) on the Agricultural Water Quality Grants Program (AWQGP) under Proposition 84.

Attachment A is an information sheet on the grant process and the Proposition 84 AWQGP grant money.

## MOFFETT CREEK EXCLUSIONARY FENCING PROJECT

Project start date: 30 January 2009

Project end date: 31 March 2013

Available funds: \$463,320

Required matching funds: \$0

Watershed: Scott River

Longitude: 41 deg 32' N

Latitude: 122 deg 41' W

*All costs associated with this project are incurred by the grantee prior to being invoiced to the Regional Water Board. No Advance Payment is allowed. Only work specified in the grant agreement will be reimbursed.*

### SCOPE OF WORK

The grantee will provide project management, administrative support and oversight for the project to implement exclusionary fencing along approximately 13.5 miles of Moffett Creek.

The Grantee will provide a variety of services including: program management (invoicing and reporting).

### BACKGROUND

[Scott River TMDL](#)

This project will assist in the restoration of Moffett Creek by excluding cattle access to the riparian area of an approximately 13.5 mile reach of Moffett Creek. This is a component of a larger restoration plan for the watershed.

Moffett Creek has been specifically identified by the Regional Water Board as having excessive sediment loads, particularly suspended sediment. Moffett Creek is known to have turbid water quality conditions, not only in Moffett Creek itself, but all the way down the Scott River to the Klamath River, and extending dozens of miles down the Klamath

River. This watershed is listed as impaired for both sediment and temperature on the 303(d) list. This project will address both sediment and temperature concerns, and is consistent with the Scott River TMDL Action Plan. In addition, control of sediment in the Moffett Creek watershed was identified as a high priority in the Regional Water Board's non-point source prioritization and work plan.

A sediment source analysis completed in 2003 by SHN Consulting Engineers and Geologists estimated that 95 percent of management-induced sediment delivery to Moffett Creek originates from stream bank erosion and incision. The assessment recommended road upgrades, livestock exclusion from streams, and riparian restoration projects to control sediment. Since completion of the assessment, significant progress has been made to control sediment delivery from roads. However, the land is still managed for grazing, and cattle have unrestricted access to the eroding banks, although the density of livestock has been drastically reduced in the last couple of years. A test plot has shown that the vegetation quickly re-establishes once livestock are excluded.

#### *PROJECT DESCRIPTION*

The Grantee will perform the following services:

- Restoration of Moffett Creek by excluding cattle access to the riparian area of an approximately 13.5 mile reach of Moffett Creek.
- This project will establish exclusionary fencing at least 100 feet from the stream, creating a protected riparian zone.
- The fencing will be constructed according to Department of Fish and Game requirements for exclusionary fencing.
- The fence will be constructed of four strands of wire.
- The top three wires will be barbed wire, with the bottom strand strung with smooth wire 16 inches off the ground to accommodate wildlife needs.
- The fence will be constructed using 2 inch 40 gauge pipe (capped) at 75 foot intervals set in concrete, and 6 foot T-posts at twelve foot intervals in between.
- The fence is designed to have a functional life of 50 years.
- The cost of this project is \$463,320; the project is apportioned at approximately \$6.50/ft.
- Act as the responsible party for all invoicing.
- Act as the responsible party for preparation and submittal of monthly/quarterly progress reports covering all grant items.

- Establish landowner access agreements for project implementation and for inspections through the useful life of the project.
- Establish 20 year maintenance Agreements with landowners.

The Grantee must designate a Project Director as the main point of contact.

As part of the conditions, the grantee will allow access to Regional Water Board staff to inspect the progress of the implemented management practices. The grant agreement may also include maintenance and service requirements to ensure proper operation of the implemented management practices.

All state requirements for grant funding must be met and adhered to during the extent of the grant.

The landowners assume the cost for operation and 20 year maintenance.

#### *MINIMUM SUBMITTAL REQUIREMENTS*

Public agencies and non-profit organizations interested in providing services for this grant opportunity shall submit the following information through the online [Financial Application Assistance Submittal Tool](#) (FAAST).

Submittals will be scored only upon receipt of the following minimum criteria, which are mandatory and posted at the FAAST website for Proposition 84 AWQGP Applicants:

- Submitting organization
- Legal Name on file with the Secretary of State and Federal Identification Number of the agency or organization.
- An estimate of personnel time and costs (labor rates on hourly basis), materials and supplies, and operating expenses for grantee to perform the project management, administrative support, and oversight requirements of this grant.

The additional information, limited to two pages, is required for a complete application and must be submitted as a Word document attachment.

- Two written statements of support from a cooperating entity, organization, with contact name, address and phone number.
- The applicant's professional experience in performing services of a similar nature with a description of professional experience and background of the agency/organization in relation to project management and cooperative work.
- A list of proposed personnel to be assigned to and involved with the project. The list should identify each person's professional experience and qualifications, as well as the description of professional experience and background of any sub-consultants that will provide technical support. The percentage of time each person will spend on the project must be estimated and stated.
- A description of any other background, training, skill, or experience relevant to the firm/organization and/or personnel assigned to the project.
- Examples of completed or on-going work that illustrate project management skills.

## *DESIRABLE QUALIFICATIONS AND EXPERTISE*

- TMDL Program Knowledge and familiar with watershed and landowner issues. Each Statement of Qualifications (SOQ) should clearly state the grantee's expertise and experience.
- Availability, Schedule, and Project Management  
The availability of the grantee and its team will be an important selection factor. The SOQ must clearly identify the person that will be responsible for directing the team (Project Director), the relevant experience in such a role, the expertise that the person brings to the role, and the percentage of time that will be devoted to the grant.
- Demonstrate past experience with landowners, Moffett watershed and TMDL issues.

## *SELECTION AND ADMINISTRATIVE PROCESS*

Selection of the grantee will be based on the following criteria:

1. The applicant's professional past experience in project management.
2. Quality and relevance of completed or ongoing work
3. Reliability
  - Demonstrated reliability and continuity of firm/organization's proposed staff and sub-consultants.
  - Description of workload and demonstrated ability to meet grant requirements, and schedules.

The grantee will be selected on the basis of written responses to this RFQ and an oral interview. Submittals will be evaluated and scored based upon the stated selection criteria for those agencies/organizations who have complied with the minimum qualifications requirements. The information provided in the section labeled "Desirable Qualifications and Expertise" will also be used to evaluate and score each SOQ.

Three agencies/organizations with the highest scores will be selected for the "short list." These applicants will be invited for an interview and asked to make an oral presentation on their organization and its qualifications and experience.

Upon completion of all interviews, the agencies/organizations will be ranked in order of preference. The number one applicant will be asked to submit a detailed line item budget and schedule for the work noted in this RFQ. If acceptable, further documentation such as a Project Director Certification Form may be required. The required elements of the grant agreement will be negotiated with Regional Water Board and State Water Board staff before execution and project implementation.

## Grant Process -- Frequently Asked Questions

Question: ***What funding will be available to implement management practices?***

Answer: A total of \$13.72 million is available under the Proposition 84, Agricultural Water Quality Grant Program. About \$463,320 is allocated to the Moffett Creek Exclusionary Fencing Project

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Question: ***Who will be the Grantee?***

Answer: The Grantee will be a public agency or a non-profit organization. The Grantee will provide project management, administrative support, and oversight of the project.

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Question: ***How will the Grantee be chosen?***

Answer: The Regional Water Board will select the Grantee using a competitive process. A Request for Qualifications (RFQ) will be distributed to interested parties. Applicants will submit required information and their qualifications using FFAST. Specific selection criteria are listed in the RFQ and will be used to select the Grantee.

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Question: ***How long is the term of the Prop 84 AWQGP grant?***

Answer: \$6 million of the grant money is in the FY 2007/2008 budget and currently available. It must be encumbered by June 2009 and spent by June 2012. The remainder of the grant money will be in the FY 2008/2009 budget and must be encumbered by June 2010 and spent by June 2013.

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Question: ***Are other funding sources available?***

Answer: The Grantee will consider Environmental Quality Incentives Program (EQIP) and other Federal and local programs for matching funds.

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